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1. PROPOSED MISSION AND FUNCTIONS, TABLE OF ORGANIZATION,

AND ORGANIZATIONAL CHART OF THIS DIVISION

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Director of Training   6 August 1953
THRU : Deputy Director of Training (G)
        Chief, Language Training and Programs Divisions

        Organization of Professional Training Division

1. Attached herewith are the following drafts setting forth the basis I suggest for creation of a Professional Training Division:

        a. Mission and functions
        b. Descriptive Table of Organization
        c. Organizational Chart

2. I shall appreciate your review and suggestions, and, if acceptable, your approval.

3. If approved, the Support Staff, I assume, will prepare the plan in proper form required for such formal action as is necessary to bring into being the new division.

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Statement of Mission and Functions

MISSION

The Chief, Professional Training Division, plans, develops, programs and, where appropriate, supervises conduct of internal and external training in the professional fields of area, language, staff, management, technological, industrial and other substantive training, within the Agency and at appropriate public and private facilities, in the United States and abroad, in order continuously to increase capabilities of Agency career employees for fulfilling specified assignments requiring professional specializations and for assuming greater responsibilities in pursuit of the mission of the Agency in the field of national intelligence.

FUNCTIONS

The Chief, Professional Training Division, shall:

A. Determine, in collaboration with appropriate office heads, immediate and long-range requirements for specialized training, and determine how these requirements can best be met. Determination of requirements includes providing, on request, training audits of individual units of the Agency, both at Headquarters and in the field. A basic activity of this division is provision of consultant services to offices and individuals desiring to pursue stated objectives through training.

B. Evaluate capabilities of external facilities for meeting training requirements, and designate those substantively suitable for Agency use.

C. Plan, develop, arrange and, where appropriate, supervise conduct of programs of professional training within the Agency and at designated external facilities.

D. Supervise within the Agency a language laboratory.

E. Establish and maintain achievement standards to be met by Agency personnel, and recommend termination of training of personnel who fail to satisfy established standards.

F. Review all requests for professional training and recommend to the Director of Training suitable courses of action to meet stipulated training objectives. Where appropriate, advisory panels and consultants may be employed to assist in development of recommendations for the Director of Training.

G. Arrange with selected training facilities, both government and non-government, for entry of Agency personnel, in accord with appropriate security and administrative procedures and considerations.

SECRET

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H. Represent the Office of Training at various area, language and other professional institutes and schools, and at meetings of professional and learned societies as dictated by interests and needs associated with the responsibilities of the Division.

I. Represent the Office of Training on intra-Agency, and inter-Agency committees pertaining to training in the professional fields of concern to the Division.

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Proposed Organization

of the

PROFESSIONAL TRAINING DIVISION

(The following organization is based on the imposed limitation of 14 persons. This is two positions less than the combined total of 16 previously alloted to the Language Training and Programs Divisions. This decrease has been made by eliminating one scientific linguist, GS-13, and one clerk-steno, GS-5. This cut is critical, particularly elimination of the second steno in the Language Training Branch; and it is strongly urged that some means be devised for correcting this situation. Elimination of a scientific linguist is serious but, at this time, not critical. Effectiveness of the language program could be increased, with probable financial savings to the Agency, by eventual reinstatement of this, as well as additional slots for scientific linguists.

(This organization also provides, in a limited sense, for development of internally-conducted area orientation courses. Elimination of the projects four coordinators of area studies, however, dictates appreciable retrenchment, although not eradication, of plans for internal area programs requested by various components of the Agency. While, as planned herein, this Division will be able to conduct limited programs, the bulk of contemplated area programs will need to be eliminated from training objectives With certain exceptions, no external facilities are prepared to provide types of programs that are most widely needed in the Agency, especially in the DDP area. It is recommended, therefore, that wherever possible provisions of personnel to meet this type of Agency need be allowed.)

ORGANIZATION

Office of the Chief

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1. Chief, Professional Training Division, GS-16, ▮▮▮▮▮▮ (This position is provided by slot formerly occupied by Chief, Language Services Division, classed as Scientific Linguist. It is suggested that another category might be more in accord with the actual nature of responsibilities which are considerably broader than the original concept of this position.

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2. Administrative Assistant and Secretary to the Chief, GS-7, ▮▮▮▮▮ (This position is provided by similar position formerly in Language Services Division).

3. Coordinator of Language and Area Studies, GS-15, ▮▮▮▮▮ (provisional). 25X1A9a (This position is provided by slot formerly occupied by Chief, Programs 25X1A9a Division. ▮▮▮▮▮▮▮▮▮ has been offered this position and has accepted, conditional upon SO approval.)

Language Training Branch

4. Chief, Scientific Linguist, GS-15 (VACANT). (This is provided by slot formerly known as Scientific Linguist, GS-14. At present no candidate for this position is in view).

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Not possible within the limited T/O is a position at this point which is highly essential to effective ▮▮▮▮▮▮▮▮▮▮ Branch. This position

should be that of Administrative Assistant, or Secretary-Steno, GS-7, to be responsible for administrative aspects of language training program and to serve, as needed, as secretary to the Chief of Branch. Experience has demonstrated that this position is essential in addition to no. 5, below, and it is strongly urged that the authorized T/O be increased to 15 slots, or that a loan arrangement be made. The necessary slot for this position has been cancelled to comply with the limitation to 14 positions.)

25X1A9a 5. Clerk-steno, GS-5, ▮▮▮▮▮ (This position is provided by slot for similar position in former Language Training Division. Job is to provide clerical duties for the branch and stenographic services for staff of five professionals, in addition to the Chief).

6. Scientific Linguist, (Romance languages) GS-13, ▮▮▮▮▮

7. Scientific Linguist, (Germanic languages) GS-13 ▮▮▮▮▮ 25X1A9a

8. Scientific Linguist, (Slavic languages), GS-13, ▮▮▮▮▮

9. Scientific Linguist, (Slavic) GS-13, ▮▮▮▮▮ presumably, 25X1A9a will be on duty sometimes between October and January, depending on time of SO clearance).

10. Instru-Audio Vis. Tech., GS-10, ▮▮▮▮▮ 25X1A9a

11. Lab-Mech-Audio Vis, GS-9, ▮▮▮▮▮ 25X1A9a

Area Training Branch

25X1A9a
12. Chief, Training Officer, GS-15, ▮▮▮▮▮ (This is slot formerly provided for Deputy Chief, Programs Division, GS-14).

13. Coordinator for Development of Internal Area Programs, GS-14 (VACANT). (This is provided by slot formerly provided for a lab. technician, GS-6). No candidate for this position is in sight, although one or two possibilities are under consideration.

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14. Secretary, GS-6 (VACANT). (Slot provided by Mrs. ▮▮▮▮▮ former slot, GS-6. Duties, to serve as secretary for the staff and to provide administrative services for the branch. No candidate is in view).

If the foregoing is acceptable, the following actions are recommended:

1. Provision of a slot for an administrative assistant, GS-7 for the Language Training Branch.

2. Location of persons to fill following positions:

   a. Administrative Assistant for Language Training Branch
   b. Chief, Language Training Branch
   c. Coordinator for Development of Internal Area Programs
   d. Secretary, Area Training Branch

3. Any action appropriate that might lead to SO clearance of ▮▮▮▮▮▮   25X1A
in time to let him start instruction by October.

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PROFESSIONAL TRAINING DIVISION

Office of the Chief

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Chief, GS-16
Coordinator, GS-15
Admin. Asst. & Secretary, GS-7
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Language Training Branch

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Chief, GS-15
Clerk-Steno, GS-5
4 Scientific Linguistics, GS-13
Language Lab & 2 Technicians,
  GS-9 and GS-10
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Area Training Branch

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Chief, GS-15
Coordinator of Internal Program,
  GS-14
Secretary, GS-6
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This does not include Admin. Asst., GS-7, this is
specially requested.